

JOB ANNOUNCEMENT
Virginia Department of Labor and Industry

Job Title:	Apprenticeship Representative (Program Administration Specialist I)	Position No.:	00009
Recruitment Type:	Open to the General Public	Location:	Norfolk
Hiring Salary:	Pay Band 4 – Starting Salary up to \$31,000 annually with state benefits		
Closing Date:	Open Until Filled		

Description of Essential Job Duties:

Develop and maintain apprenticeship training programs with employer/sponsors within assigned geographical area. Work directly with business establishments, associations of employers, labor unions, government agencies and colleges to develop new apprenticeship programs, maintain and service existing programs, and coordinate related training.

Qualifications:

College degree with course work in marketing, vocational education, or a related field; and/or experience in workforce or training development. Requires proven knowledge of apprenticeship or performance oriented training methods; industrial and construction practices and operations and trades occupations; and related policies and regulations as well as ability to work independently planning, coordinating and organizing apprenticeship registered programs. Knowledge or experience using PC's and Windows is required. Extensive local travel and occasional overnight travel. Verifiable fluency speaking, reading and writing Spanish is preferred. Must demonstrate effective verbal and written communication skills to include public speaking and considerable public contact experience. Selected candidates must successfully complete criminal and credit history background checks.

To Apply: Submit a completed State of Virginia Application for Employment (State Form – 10-012) to:

VA Dept. of Labor & Industry, HR Office
13 South 13th Street,
Richmond, VA 23219
Fax No. (804) 786-0139
Email: dolihr@doli.virginia.gov

State of Virginia Employment Applications are available at <http://jobs.virginia.gov/emplApplication.html> or visit any VA Employment Commission Office. Resumes may be attached, but are not accepted in lieu of a completed application for employment. Applications must be received by DOLI's Office of Human Resources by 5:00 p.m. on the posted closing date.

Contact: **Human Resource Office** **Phone No. (804) 786-4312**

C. Ray Davenport, Commissioner
Appointing Authority Date

DOLI is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.